



Consulate General of the United States of America
Immigrant Visa Unit, Gießener Straße 30, 60435 Frankfurt am Main

INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

This office has received an approved immigrant visa petition on your behalf. For additional information and frequently asked questions about the immigrant visa process, please refer to our Mission Germany website: www.usembassy.de. If you have specific questions relating to the status of your actual case, you may send an email, stating your full name and case number, to: FrankfurtIV@state.gov.

While no specifics can be given at this time regarding the date and time of your visa interview appointment, you should now prepare for that appointment by taking the following three steps:

FIRST: If you have not already done so; please download, complete and send immediately to this office - the original form DS-230 Part I & II, a copy of your passport and your preferred departure date. We cannot initiate processing of your application until this form has been received. Please be aware that we are unable to schedule your appointment for the interview until you have completed all three steps.

SECOND: Arrange for your medical examination. Visa applicants are responsible for scheduling their own appointment for a medical examination before the scheduled interview date, at one of the approved physicians,. You should note that the medical examination is only valid for 12 months. Our approved panel physicians are listed on our website at <http://germany.usembassy.gov/visa/iv/step6/>.

THIRD: Obtain the following documents on this checklist, (even if they were previously submitted to DHS/USCIS or NVC) which pertain to you. As you obtain each document, check the box before each item. Once you have assembled all documents pertaining to your case, please send them to us by mail. Do not separate original and the copy. Please put the paperwork in a pile in the following order:

☐ **1. PASSPORTS (copy of biographic page):** A passport must be valid for travel to the United States and have at least 6 months validity beyond the issuance date of the visa. Please be advised that the visa will be issued in the same name as is listed in your passport. Children must have their own individual passports. **Do not** mail in your original passport unless **specifically requested to do so!**

☐ **2. BIRTH CERTIFICATES (original & one copy):** A birth certificate is required for each person named in the application. Birth records must be presented for all unmarried non-U.S. citizen children under age 21, even if they do not wish to immigrate at this time. The certificate must include the date and place of birth of the child and the names of both parents. The certificate must also indicate that it is an extract from official records. If you or any of your children were adopted, you must also submit a certified copy of the final adoption decree.

☐ **3. POLICE CERTIFICATES (original & one copy):** Every visa applicant aged 16 years or over, is required to submit a police certificate from the police authorities of each country of the applicant's nationality or current residence, where the applicant has resided for at least six months or longer, since attaining the age of sixteen. Police certificates must also be presented from all other countries where the applicant has resided for one year or longer. In addition, a police certificate must be obtained from the police authorities of every country where the applicant has been arrested for any reason, regardless of how long he or she lived there. Police certificates must cover the entire period of the applicant's residence in that specific country. The certificate from your current country of residence must be of *recent date* (not older than 6 months) when presented to the consular officer. Further information about obtaining police certificates from specific countries can be found on the U.S. State Department website under the "Visa Reciprocity and Country Documents Finder": http://travel.state.gov/visa/fees/fees_3272.html.

This website has detailed information about how to obtain these records. The term "police certificate" as used in this paragraph means a certification by the appropriate police authorities stating what their records show concerning each applicant, including all arrests, the reasons for the arrests, and the disposition of each case where there is a record. Please note that a police certificate with an entry must be accompanied by a certified English **translation**.

☐ **4. COURT AND PRISON RECORDS (original & two copies):** Persons who have been convicted of a crime must submit each court record and any prison record, regardless of the fact that they may have benefited subsequently from an amnesty, pardon, or other act of clemency. **It is a mandatory requirement to provide English translations of all court and prison records.**

☐ **5. MILITARY RECORDS (original & one copy):** A military service record, if applicable and obtainable, is required.

☐ **6. PHOTOGRAPHS:** One color photograph for each applicant, regardless of age, is required. Please see our website for further details: <http://germany.usembassy.gov/visa/photographs/>.

☐ **7. EVIDENCE OF SUPPORT (original completed form with original signature):** Form I-864 (or I-864EZ - please see I-864EZ instructions for more information) and a contractual affidavit of support (Form I-864A, if applicable), must be submitted together with the most recent U.S. Tax Return (1040 & W2) for most family-based applicants, and for employment-based applicants, when a relative is the petitioner or has ownership interest in the petitioning business. Other applicants must provide evidence to show that they are not likely to become a public charge while in the United States: <http://www.uscis.gov/portal/site/uscis> (Forms).

☐ **8. MARRIAGE, DIVORCE & DEATH CERTIFICATES (original & one copy):** Married persons are required to present a marriage certificate. Proof of the termination of any previous marriage must also be provided (e.g. death certificate of spouse; final divorce decree or annulment).

☐ **9. CUSTODY STATEMENT (original & one copy):** If your minor child (under the age of 18) is immigrating with you, then you must submit evidence that you have full custody rights over the child. If any parent listed on a child's birth certificate is not immigrating with the child (or has joint custody), then that parent must submit a notarized and signed letter, indicating that he or she consents to the child immigrating to the U.S. with you.

☐ **10. TRANSLATIONS (original & one copy):** All documents not in English or German must be accompanied by an English translation. Translations must be certified by a competent and registered translator. The original document that is being translated must also be presented with the original translation.

☐ **11. Prepaid DHL Label:** Our office uses DHL courier service to mail your issued immigrant visa package to you. Please provide a prepaid label, do not mail in a DHL Express Envelope. For details see: http://photos.state.gov/libraries/frankfurt/9318/consular_pdf/DHL%20IV_English.pdf. You are not required to mail your documents in a DHL envelope, but must mail in a DHL label.

PLEASE READ THE FOLLOWING CAREFULLY

After this form and all applicable documents have been received and reviewed by the Immigrant Visa Unit, you will be scheduled for a visa interview at the earliest possible date. The time frame for this cannot be predicted in advance, as it depends on the type of the immigrant visa category you are applying for. Normally, you will not receive any further correspondence from this office until the appointment is scheduled. Each individual immigrant visa applicant must be prepared to pay the visa fee on the appointment date. For detailed information about immigrant visa fees please see our website: <http://germany.usembassy.gov/visa/iv/fees/>.

You do not need to contact this office unless you have to report a CHANGE OF ADDRESS or a change in your situation, such as marriage, death of petitioner, or birth of children, etc, or we have requested additional information from you.

Please note that due to the high volume of incoming mail and emails we are unable to confirm the receipt of incoming mail/documents. If you wish to receive a confirmation receipt you may arrange this through the mail service provided, such as German registered mail (Einschreiben, DHL, FedEx, etc).

Request for Visa Interview

I have attached the original and one photocopy of all the documents listed in items 2 through 11 which apply to my case. I fully realize that no advance assurance can be given regarding when or whether a visa will actually be issued to me, and I also understand that **I should NOT resign from my place of employment, sell any property, or make any final travel arrangements until the visa has actually been issued and is in my possession..**

Date: _____

Case Number: _____

Print Name: _____

Current address: _____

Email Address: _____

Date of Proposed Travel: _____

Signature: _____

YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU HAVE MAILED THIS FORM, TOGETHER WITH ALL NECESSARY DOCUMENTS, TO THIS OFFICE. DOCUMENTS SUBMITTED TO US VIA FAX OR EMAIL WILL NOT BE ACCEPTED; AS WE MUST REVIEW THE ORIGINALS. YOU MAY SEND YOUR DOCUMENTS VIA STANDARD OR REGISTERED MAIL. AFTER WE HAVE RECEIVED AND REVIEWED YOUR PAPERWORK, YOUR APPOINTMENT LETTER AND/OR FURTHER INFORMATION WILL BE SENT TO YOU WITHIN 2 - 4 WEEKS.

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES. FAILURE TO DO SO MAY RESULT IN TERMINATION OF YOUR REGISTRATION AS AN INTENDING IMMIGRANT.

On the appointment day please bring the following items:

- Visa Fee (Please see the website for the current visa fee)
- Your Original Passport

The original documents will be returned to you after the formal visa interview with the consular officer has taken place.